

**United States Embassy**  
**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**OPEN TO:** All Interested Candidates  
**POSITION:** Electrical Engineer, FSN-8/9/10; FP-6/5\*  
**OPENING DATE:** June 11, 2003  
**CLOSING DATE:** June 25, 2003  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: U.S \$32,811 p.a. (starting salary)  
(Position Grade: FP-5 is confirmed by Washington)  
\*Ordinarily Resident: ¥8,664,261 p.a. (starting salary)  
(Position Grade: FSN-10)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (For non-Japanese, non-EFM applicant, please submit a copy of proof of residence status allowing employment without employer sponsorship.)**

The U.S. Embassy Tokyo is seeking an individual for the position of Electrical Engineer in the Facilities Management Office.

**BASIC FUNCTION OF POSITION**

Under the direct supervision of the Facilities Management Officer, the incumbent serves as Electrical Engineer with the major concentration of efforts focused in on new construction and maintenance and repair projects for the U.S. Government properties of the Embassy and its constituent posts. The incumbent initiates and designs construction projects, renovations, and maintenance and repair projects relating to the electrical engineering field. The position develops electrical and mechanical projects by writing scopes of work following U.S. Government (OBO) design criteria for new construction and renovation projects and has knowledge of U.S. and Japanese construction regulations.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources office. Contact 03-3224-5647.

**QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Denken-Ni-Shu (the Japanese license for electrical engineering, 2nd class) or higher is required.
2. At least eight years of experience in the field of electrical engineering or related experience is required.

3. Level IV (fluency) in speaking/reading/writing Japanese and Level III (good working knowledge) speaking/reading/writing English are required.
4. A detailed understanding of operation and maintenance of mechanical and electrical facilities, equipment, tools, and materials is required.
5. Ability to analyze technical problems, draft reports, proposals, correspondence, and analytic data in English is required.

## **SELECTION PROCESS**

When equally qualified, American Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

*Applications are available in the HR office. Contact Tina Weed at 5647 or access the Embassy's website <http://japan.usembassy.gov>*

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Tina Weed  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

## **POINT OF CONTACT**

Tina Weed  
Telephone: 03-3224-5647  
FAX: 03-3224-5818

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - US citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 25, 2003**  
**An Equal Opportunity Employer**

James Van Derhoff  
Minister-Counselor  
for Management Affairs

AHRO: KLBeesley, Ext. 5644

HRO: PJTharp, Ext. 5645

FMO: CPHegstrom, Ext. 5780